

Government of Tuvalu – Job Description



Position Title:	Deputy Principal – Motufoua Secondary School	
Band and Salary:	T1 – T3	\$15,448-\$29,287
Ministry and Department:	Ministry of Education and Human Resource Development	Education Department
Location:	Funafuti	
Reports to:	Principal of Motufoua Secondary School	

JOB PURPOSE:

To assist the Principal in the strategic and operational management of the staff, students and school daily functions.

KEY RESPONSIBILITIES:

1. Lead and manage both Teachers and Support staff and monitor the implementation of the curriculum and assessment at the school level.
2. Lead and manage and support the welfare of students in all aspects.
3. Manage and maintain the physical state of the school.
4. Manage internal school committees.
5. Manage the School in the absence of the Principal.

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide professional leadership and supervision to teachers and support staff, ensuring staff perform their duties in accordance with school policies, Ministry regulations, and professional standards.
- 1.2 Lead, coordinate and monitor the implementation of the national curriculum, school timetable, schemes of work, lesson planning, and classroom teaching to ensure quality learning.
- 1.3 Oversee the planning, administration, moderation and reporting of school-based and national assessments, ensuring compliance with Ministry and examination requirements.
- 1.4 Monitor teacher performance through classroom observations, mentoring, coaching, performance reviews, and professional development activities.
- 1.5 Coordinate staff meetings, departmental planning, and school improvement initiatives while promoting teamwork, effective communication, and continuous improvement.
- 1.6 Manage both teachers and support staff in terms of implementing supervision rosters.
- 2.1 Lead and oversee student welfare, discipline, attendance, behaviour management, and the implementation of school rules, ensuring a safe, respectful, and inclusive learning environment.

Government of Tuvalu – Job Description

- 2.2 Coordinate and monitor boarding services, including student accommodation, health, safety, wellbeing, supervision, and pastoral care in collaboration with house parents, dormitory supervisors, and relevant staff.
- 2.3 Provide leadership in student counselling, guidance, child protection, safeguarding, and referral services, working closely with parents, community leaders, health services, and relevant government agencies where appropriate.
- 2.4 Promote student participation, leadership, character development, cultural, sporting, spiritual, and co-curricular activities that contribute to students' holistic development.
- 2.5 Build and maintain positive relationships with parents, guardians, island communities, and other stakeholders to support student wellbeing, attendance, academic progress, and personal development.
- 2.6 Provide counseling and monitor student's disciplinary records.
- 3.1 Lead and supervise the maintenance and upkeep of school buildings, classrooms, dormitories, staff houses, grounds, utilities, and other school facilities to ensure they are safe, functional, and well maintained.
- 3.2 Monitor compliance with health, safety, environmental, and disaster preparedness requirements, including fire safety, sanitation, water supply, waste management, and emergency response procedures.
- 3.3 Supervise support staff responsible for maintenance, cleaning, grounds, security, boarding facilities, and other operational services to ensure work is completed efficiently and to the required standard.
- 3.4 Develop, implement, and monitor school maintenance plans and resource requirements, and provide timely reports and recommendations to the Principal for repairs, infrastructure improvements, and capital development.
- 3.5 Manage and implement an evacuation and safety plan for the whole of school.
- 3.6 Lead and Manage implementation of the School Maintenance Plan.
- 3.7 Manage all physical stocks/inventory of the school using sound and appropriate guidelines and procedures.
- 4.1 Establish, coordinate, and oversee the work of internal school committees to support the effective operation of the school.
- 4.2 Chair or coordinate related committee meetings to curriculum, assessment and students' welfare and wellbeing, ensuring meetings are conducted regularly, decisions are documented, and agreed actions are implemented and monitored.
- 4.3 Monitor and evaluate the performance of committees, providing guidance and support to ensure programmes and activities are implemented effectively and achieve intended outcomes.
- 4.4 Prepare and submit committee reports and recommendations to the Principal, ensuring that key issues, risks, achievements, and resource needs are identified to support informed decision-making.
- 4.5 Manage the successful operation of internal established school committees established under the approval of the Principal.
- 4.6 Ensure that Committee implementation should have policy/guidelines available for accountability and transparency purposes.
- 5.1 Assume the duties and responsibilities of the Principal during periods of absence, providing overall leadership and ensuring the effective management of all school operations in accordance with Ministry policies and school procedures.

Government of Tuvalu – Job Description

- 5.2 Make timely operational decisions on academic, administrative, boarding, student welfare, staffing, financial, and emergency matters within delegated authority, and report significant matters to the Principal and Ministry as required.
- 5.3 Supervise and coordinate the work of teaching and support staff, ensuring continuity of teaching, student supervision, boarding services, and the implementation of school programmes.
- 5.4 Represent the school in meetings, official functions, and engagements with parents, communities, government agencies, and development partners when delegated by the Principal.

MANDATORY REQUIREMENTS:

- Bachelor of Arts/ Bachelor of Science and Graduate Certificate in Education, Graduate Certificate in School Leaderships or Master's in Education.
- At least 5 years working experience in school leadership and administration, with good knowledge and understanding on behavioral management, educational leadership, education planning and policy development.

Skills and Knowledge

Ability to effectively manage and supervise a large team

High-level knowledge and understanding of up to date teaching and education practices

High-level communication skills (Tuvaluan and English)

Ability to liaise effectively with a range of stakeholders

High-level attention to detail and accuracy

Sound time management skills and computer literate.

IMPORTANT NOTICE

Applicant through their application MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.